

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0769***

**FLSA: Exempt**

**CLASSIFICATION TITLE: ASSISTANT CITY TRAFFIC ENGINEER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform managerial work functions associated with overseeing the traffic engineering program and executing daily operational phases of the traffic control program.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations; coordinates training activities.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with manager, city council, city boards, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Advises Board of Zoning Appeals, Beer and Wrecker Board, and Sign Variance Board regarding traffic engineering matters.

Communicates with other departments, contractors, engineers, architects, the public, the media, and other individuals as needed to discuss traffic problems/solutions, coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Coordinates department work activities with those of other departments, contractors, outside agencies, or others as needed.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments.

Coordinates, directs, and reviews the planning, design, and construction of traffic signals and other traffic control devices.

Schedules and coordinates construction projects for traffic operations, contractors and other agencies.

Monitors status of work in progress; inspects completed road/signal projects.

Assists electronic/electrician staff in installing and maintaining traffic signal equipment.

Writes specifications and initiates requisitions for equipment and material to be purchased.

Reviews building permits for commercial and multi-family residential construction in areas of parking lot design, driveway connections, and traffic safety.

Reviews proposed subdivisions to ensure minimum standards are met in areas of roadway design and layout.

Oversees administration and supervision of division computer network systems, including the purchase and maintenance of personal computers and network hardware/software and the design, implementation and management of the management information system database.

Formulates budget requests; administers adopted budget.

Prepares job orders and plans for installation of various traffic control devices.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, meeting minutes, purchase requisitions, traffic study reports, traffic problem reports, signal timing chart, work orders, expense reports, lists, schedules, contracts, specifications, performance appraisals, annual reports, or other documents.

Receives various forms, reports, correspondence, traffic problem reports, traffic studies/counts, diagrams, architectural drawings, site plans, designs, codes, ordinances, regulations, maps, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, traffic control, e-mail, or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Represents the division in providing testimony for court cases involving traffic engineering matters.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct work activities.

Approves street cut permits, demolition permits, and house moving permits.

Prepares traffic control plans.

Provides assistance or backup coverage to employees or other departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Minimum Bachelor's degree in Civil Engineering or Traffic Engineering with Master's level course work in the field; Master's degree strongly preferred; supplemented by three (3) to five (5) years previous experience and/or training that includes progressively responsible work in traffic engineering; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Professional Engineering License. Must possess and maintain a valid Tennessee Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or

probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as machinery, electric currents, or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.